SAUSHEC PROGRAM DIRECTOR (PD) DEVELOPMENT SYSTEM

COL John D. Roscelli, M.D. Dean GME
Mr Richard Boggs, MSA Program Manager
San Antonio Uniformed Services Health Education Consortium (SAUSHEC)

Outline of Overall PD Development Plan

Item	Description
New PD Orientation Session (See Below)	Extensive one-on-one meeting with the DIO and Program Manager to introduce new PD to his/her duties, review program requirements and current issues and distribute PD tool kit.
Resources/Tools for PDs	PD Resource CD (see below), Institution's GME web site, ACGME web site; Dean and Staff.
Annual PD Development Offsite	One-day offsite with guest speakers and small group workshops that cover practical solutions for PDs to specific GME issues including program management, struggling residents, supervision, GME policies, duty hours, faculty development, competencies, etc.
Monthly GMEC Education (All PDs are Members)	Monthly GMEC has discussions on competencies, duty hours, supervision, feedback, due process, etc. New information from the ACGME is disseminated and program best practices are shared.

Item	Description
Annual Program Monitoring and PD Education System	PDs must do an annual report to the DIO using a standardized template that reviews the program's past performance, current GME status and potential problems and the PD's understanding of and compliance with competency implementation, duty hours and other GME policies. DIO uses this as annual educational session with the PDs.
DIO Site Visit Assistance	DIO meets with the PD periodically during the year prior to site visit to provide guidance to the PD on PIF preparation and education on how to conduct a successful site visit.
Internal Reviews- Both of a PD's Program and by a PD of another Program	All PDs serve, on rotating basis, as Chair of an Internal Review Committee that is reviewing another program and all PDs have their own program reviewed by an IR committee. IRs use a standardized, competency-based protocol that is highly educational for the PD.
PD CME	PDs are required to attend a GME conference annually to enhance their GME knowledge and capabilities and to share this knowledge with other PDs at the GMEC.

Sample Annual PD Offsite Agenda

2004 San Antonio Uniformed Services Health Education Consortium Offsite Training

Program Director Development

Featured Speakers

CAPT Joe Lopreiato, MC, USN	Uniformed Services University of the Health Sciences
CDR Dodd Denton, MC, USN	Bethesda Naval Hospital
John Littlefield, PhD	University of Texas Health Science Center San Antonio
Ron Lewton	New Innovations, Inc.

TIME	EVENT	
0650-0715	Registration	
0715-0740	Introduction and Plan for the Day	
0740-0825	Is Your Program Evaluation System Using Valid and Reliable Tools?	
0825-0910	Assessment Tools Using Direct Observation of Resident-Patient	
0910-0920	Break	
0920-1005	Assessment Tools Using Methods that Do Not Involve Observation	
1005-1105	Workshops 1 – 4	Workshop 1: Reliability & Validity of Evaluation Tools Workshop 2: Evaluation Tools Using Observation of Resident-Patient Interaction Workshop 3: Evaluation Tools Using Methods that Do Not Involve Observation of Resident-Patient Interaction Workshop 4: Using *New Innovations* to Maximize the Power of Evaluation Tools
1105-1150	Lunch	
1150-1250	Workshops 1 – 4	
1250-1350	Workshops 1 – 4	
1350-1400	Break	
1400-1500	Workshops 1 – 4	
1500-1545	The Ultimate Evaluation Test: Managing the Struggling Resident	
1545-1620	GMEC Meeting	

PD Resource CD Table of Contents

ACGME Standards
- Common Program Requirements
- Institutional Requirements

Glossary of GME Terms

Internal Review Forms
- Internal Review Protocol
- Appointment Letter
- Notification Letter
- Program Direct Worksheet
- Faculty Questionnaire
- Trainee Questionnaire
- Committee Report
- Training File Guide
- Internal Review Master Slide
- Internal Review Follow-up Slide

Outcomes/Competencies Project
- Assessment Essentials
- Toolbox of Assessments
- Toolbox Table
- Competency Cards

Program Director Manuals
- ACGME; AMA; SAUSHEC

SAUSHEC Organization
- Bylaws & MOA
- Organizational Chart
- Commanders' Letter of Commitment to GME

SAUSHEC Policies
- GME Policy Book
- Duty Hours & Fatigue Education
- Resident Grievance
- Resident Supervision
- Resident Training Agreement
- Budget Principles
- Due Process
- Academic Action Template
- Annual Program Report Template
- Commanders' Research Award
- Program Letter of Agreement Template
- DoD Business Associate Agreement (BAA) with ACGME
- BAA Template for Program's outside rotations

New PD Orientation Session

REVIEW JOB DESCRIPTION

- Review PDs Background: GME Experience, CV etc.
- Review Commitment: Length of term, weekly hours, other jobs
- Review PD duties and other GME jobs; GMEC meetings and subcommittees
- PD development CME meetings

REVIEW of PD RESOURCES

- PD manuals
- SAUSHEC web site
  - SAUSHEC policies
  - Program link
  - Program policies on Duty Hours and Supervision
- ACGME and its web site
  - Institutional requirements
  - Common program requirements
  - Program specific requirements
  - PIF and PIF Addendum
  - Outcomes Project and Toolbox
  - WebADS system and update

SAUSHEC'S ORGANIZATION

- Institutional Bylaws
- Dean's offices and Staff
- Hospital Education Offices
- Budgeting principles
- Institutional Review letter
- GMEC and its subcommittees
- GME Policy Book
- Due Process Policy
- Duty Hours Policy
- Resident Supervision Policy
- Resident Grievance Policy and Ombuds system
- Internal Review Protocol
- Web-based GME Management tool
- New Resident Orientation system
- Graduation system

PROGRAM REVIEW

- Past Performance
  - Last RRC letter: issues, progress
  - New issues & planning for next RRC site visit
  - Internal Review: issues, progress
  - DIO's Annual Program Review
  - Annual Report of outside rotations
- Program Organization
  - Associate PD- selection; mentoring
  - Program Coordinator
  - Training Committee
  - Mentor for each resident
- Competency-based Goals & Objectives
  - Program Curriculum
  - Outside Rotations G&O for PLAs
  - Graduation Paper Requirement
  - Evaluation Tools
- Remediation system/Due Process Policy
- Supervision system
- Duty Hours policy & Fatigue education
- Training folder and documentation
- End-of-year paperwork
- Resident Training Agreement
- Program Orientation Manual
- Program Improvement Plan
  - Annual evaluation of program
  - Anonymous feedback from residents and graduates
  - Faculty Development
- Program issues in areas of
  - Resident recruitment
  - Resident progress
  - Staffing number and mix
  - Patient material/Caseload
  - Budget